

COUNTY/COURTS – PERSONNEL ACTION FORM

NEW HIRE ☐ RE-HIRE ☐ PART TIME TO FULL TIME ☐
 CHANGE IN STATUS ☐ SEPARATION ☒ REINSTATEMENT ☐

EMPLOYEE NAME: Hector Figueroa SOCIAL SECURITY #: [REDACTED]

ADDRESS: 6 Doolin Bay Drive, Brennan Est. Bear, DE

ZIP CODE: 19701 PHONE #: 267-539-1159 DATE OF BIRTH: 8/7/1952

GENDER: MALE ☒ FEMALE ☐ MARITAL STATUS: MARRIED ☒ SINGLE ☐ DIVORCED ☐

EMPLOYEE FILE #: 121181 EFFECTIVE DATE: 6/13/2022 5/3/22 ST

DEPARTMENT: Personnel DEPARTMENT #: 10523

POSITION TITLE: Assistant Director of Labor Relations POSITION #: 7000272

FOR NEW HIRES

WORK LOCATION (MUNICIPALITY): Media LABOR CHARGE CODE: 503

SALARY: ANNUAL: \$ \$115,000 HOURLY: \$ _____ LOCATION CODE: 000

NEW HIRES / CHANGE IN STATUS [AS APPLICABLE]:**BARGAINING STATUS:**

(ALL HOURLY)

AFSCME - GRADE ☐
 PSSU/CPEU ☐
 CID/FOP ☐
 PARK POLICE ☐
 INCINERATOR 77 ☐

NON-BARGAINING STATUS:

NB - DIRECTOR - ELECTED
 OFFICIAL/DD-E000 ☐
 NB - SALARIED/SF-S000 ☒
 NB - HOURLY/HF-H000 ☐

OTHER STATUS:

NFT/HP ☐
 INTERNS/IN ☐
 SUMMER/SM ☐
 : _____ ☐

BASIC WORK WEEK: 35 HOURS ☐ 37.5 HOURS ☐ 40 HOURS ☒

WORK SCHEDULE: MONDAY - FRIDAY ☒ ALL DAYS (SUNDAY-SATURDAY) ☐

NAME OF PERSON REPLACED: _____

DISPOSITION OF REPLACED PERSON: _____

SEPARATIONS:

ADMINISTRATIVE SEPARATION ☐
 RESIGNATION ☒
 RETIREMENT ☐
 DISCHARGE ☐
 DEATH ☐
 OTHER: _____ ☐

LEAVES OF ABSENCE:

TYPE: _____

FMLA STARTS: _____

STD STARTS: _____

REASON: _____

LAST DATE ACTUALLY WORKED: May 9, 2022 EFFECTIVE DATE: _____

VACATION DAYS TO BE PAID: 5/3/22 cmw - JJ COMP HOURS TO BE PAID: _____